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Chief, Administration & Training Staff

7/17/53

Chief, Special Security Division

Monthly Activities Report of the Special
Security Division

1. I have been aware of the constant cooperation and assistance that your office has been giving to this Division. At times, in the rush of accomplishing our daily duties, we often forget that fellow employees would enjoy a more specific expression of appreciation.

2. I wish to take this opportunity to officially make known to you and your staff that your support and cooperation on many occasions has, in great measure, aided this Division in accomplishing its mission.

3. As you appreciate, sound administration is the backbone of any organization. This, of course, includes preparation of reports of organizational accomplishment and the making available of this information to the appropriate authorities.

4. Specifically, I have recently noticed that your office has promptly and enthusiastically been of valuable assistance in the preparation of the Monthly Activities Report of this Division. The Report, as you are aware, has elicited favorable comment from higher authorities in the Agency.

5. I consider the Report a job well done. I am sure the Report will continue to receive the benefit of your attention and, not only retain its present excellence, but improve in the future.

SSD Chief
Dep. Chief
A. to Chief
A. to L.
A. to T.
A. to S.
A. to C.
A. to D.
A. to P.
A. to M.
A. to I.
A. to O.
A. to A.
A. to F.
A. to J.
A. to K.
A. to L.
A. to M.
A. to N.
A. to O.
A. to P.
A. to Q.
A. to R.
A. to S.
A. to T.
A. to U.
A. to V.
A. to W.
A. to X.
A. to Y.
A. to Z.

cc: File #77587

/msd 7/17/53

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